**CSP Network**

**Board Recruitment Policy**

Draft for adoption September 2017

**Aims**

In line with and supplementary to the Articles of the Charity, this policy aims to:

* ensure a formal, rigorous and transparent procedure for the appointment of new directors to the CSP Network Board and to the role of Chair
* ensure all appointments are made on merit in line with the skills required of the Board, whilst ensuring diversity in the Board membership
* ensure effective succession plans for orderly appointments to the Board, mitigating their sudden loss and contingency planning for continuation of working while absent.

**Procedures**

* The Board composition is managed by the Nominations Committee which is responsible for the implementation of this policy – see Nominations Committee Terms of Reference.
* The Nominations Committee makes recommendations to the Board for the appointments of Directors/Trustees & Chair to the Board.
* The appointment of the Chair and independent non-executive directors will be via an open, publicly advertised recruitment process. Connected Board members appointments will be va an open process advertised widely within the membership. Nb our articles state that nominations will be from CSP Members or Board members, however in practice this means that Board members must ratify nominations drawn from this open process.
* The Board or nomination committee shall inform Sport England of any Board appointment process being carried out by the organisation and shall permit Sport England to observe any such process.

**Competency & Diversity**

The CSP Network Board recognises the benefit of a diverse Board in promoting Board effectiveness. The Board places great emphasis and encourages all forms of diversity including gender, race, disability, sex, religion or belief, age, marriage or civil partnership, pregnancy or maternity as well as culture and personality.

All appointments are made on the basis of merit, against the skills and competencies which the Board requires to be effective. In reviewing the Board composition the Nomination Committee and Board will:

* Consider all aspects of diversity and its benefits for the current Board composition;
* Identify suitable candidates based on their skills, experience and suitability for the role while having regard to diversity levels on the Board;
* Annually discuss and approve the objectives to achieve optimum levels of diversity on the Board;
* Focus on improving one or more elements of diversity while recommending new Directors;
* Aim to include at least 30% of each gender on board at all times with an aspiration of gender parity;

**Appointments to sub-committees**

The Board will review and appoint members of its sub-committees annually linked to a performance review.

**Succession planning & Interim arrangements**

* The Board shall appoint a Nominations committee to recommend and oversee an appropriate and timely recruitment process to identify potential candidates for appointment to the Board.
* Where required the Board will vary term lengths of trustees to ensure orderly transition to manage changes to its composition (including that of its committees) without undue disruption
* The Board will maintain an up-to-date matrix detailing the skills, experience, independence and knowledge required of its Board.
* A director may be Co-opted onto the Board to fill a vacancy and to ensure that the Board has the skills and/ or experience necessary to fulfil its role.

**Appointment & Induction**

* No individual shall be appointed as a director until he or she has provided to the organisation a declaration of good character.
* On appointment, each director shall be given a written statement of their responsibilities and shall receive a full, formal and tailored induction.

This policy is supported by the Chair and the Board and will be reviewed annually.

Approved by the CSP Network Board

Date of adoption: xx